

3/11 (12)

Christine Joyce

From: Steve Ledoux
Sent: Tuesday, March 05, 2013 1:19 PM
To: Christine Joyce
Subject: FW: Lalli Terrace request for capital improvement
Attachments: 442 Mass Ave. #1 capital improve.pdf; Capital Improvement letter Ledoux 442 Mass Ave Unit 1 13-2013.docx

Put under consent

Steven L Ledoux
Town Manager
472 Main Street
Acton, MA 01720
Telephone (978) 929-6611

When writing or corresponding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

-----Original Message-----

From: Nancy Tavernier [<mailto:ntavern@comcast.net>]
Sent: Tuesday, March 05, 2013 1:17 PM
To: Manager Department
Cc: Roland Bartl; Kristen Domurad-Guichard
Subject: Lalli Terrace request for capital improvement

Forgot to include the invoice attachment

Steve,

Back in December the homeowners of the moderate income unit at Lalli Terrace, 442 Mass. Ave. contacted the RHSO in regard to some capital improvements they wanted to do. They had attended a homeowner 101 workshop that the RHSO sponsored and learned about insulation programs through Next Step Living. They got a fantastic price for blown in insulation. See the attached invoice. That work has been done.

While this is not a traditional affordable unit at 80% AMI, it is a deed restricted unit for 100% AMI households. As such the deed rider says "extraordinary capital improvements" need written permission from the Monitoring Agent. The purpose of this approval is to allow capital improvement costs to be added to the Maximum Resale Price of the unit, assuming permission was granted in writing.

We began the process of getting written approval in early December and the attached letter was prepared by Dan Gaulin at the RHSO. Then the holidays hit and this never came to the Town Manager's office for written approval. Luckily, the homeowner just contacted Dan to ask what the outcome was. We are picking it back up at this point and trying to close out the issue.

This letter is written to provide the required written permission from the Monitoring Agent spelled out in the Regulatory Agreement. The Town of Acton is listed as the Monitoring Agent. Because this is a request that could become more frequent as the existing units age, we think it would be appropriate for the Town

Manager to have the authority to sign off on the requests rather than waiting for Selectmen meetings for that permission. We defer to you on that question.

Either way, we request that permission be granted and the letter be sent to the homeowner with a copy to ACHC.

Thanks.

Nancy



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6611
Fax (978) 929-6350

Steven L. Ledoux
Town Manager

March 5, 2013

Yiqiang and Yanqiu Wu
442 Mass Ave, Unit 1
Acton, MA 01720

RE: Final Approval of Capital Improvements – Insulation
Acton Affordable Housing Restriction
442 Mass Ave, Unit 1, Acton, MA

Dear Mr. and Mrs. Wu,

The Town of Acton gives final approval for your request to consider the cost of capital improvements on your LIP unit located at 442 Mass Ave, Unit 1, Acton upon resale of the unit.

The total cost (after MassSave incentive) of the improvements for your unit was \$445.71. This total cost has been assigned a useful life of thirty (30) years and the total cost of the improvements will be depreciated over this time period. Please see the enclosed depreciation schedule showing how the costs will be reviewed upon resale of your unit.

Please be aware that although your Affordable Housing Restriction allows for the cost of pre-approved capital improvements to be added onto the Maximum Resale Price upon resale of the unit, the Affordable Housing Restriction also states that the Maximum Resale Price will never be set at a price that is unaffordable to the new buyer.

The Town of Acton will use the enclosed depreciation schedule to calculate the actual amount of the capital improvement cost that can be added onto the Maximum Resale Price, if any, at the time of resale.

Please contact the Regional Housing Services Office at 978-639-3388 if you need any additional information.

Sincerely,

Steven L. Ledoux
Town Manager

Cc: Roland Bartl, Acton Town Planner
Beth Rust, RHSO

Attachment to Letter

Approved Capital Improvement
Depreciation Schedule
442 Mass Ave., Unit 1, Acton

Initial Cost \$445.71
Useful Life 30 years

Year	Depreciated Value
1	\$445.71
2	\$430.85
3	\$416.00
4	\$401.14
5	\$386.28
6	\$371.43
7	\$356.57
8	\$341.71
9	\$326.85
10	\$312.00
11	\$297.14
12	\$282.28
13	\$267.43
14	\$252.57
15	\$237.71
16	\$222.86
17	\$208.00
18	\$193.14
19	\$178.28
20	\$163.43
21	\$148.57
22	\$133.71
23	\$118.86
24	\$104.00
25	\$89.14
26	\$74.29
27	\$59.43
28	\$44.57
29	\$29.71
30	\$14.86



This agreement is made by and among

Yiqiang Wu
442 Massachusetts Ave # U1
Acton, MA 01720-2951
Customer ID: C00000113661
Site ID: S00002103628

Next Step Living, Inc. ("NSL")
21 Drydock Avenue 2nd floor
Boston, MA 02210

Contract ID: 20121203_WORK

1. DESCRIPTION OF WORK TO BE PERFORMED

NSL will perform or cause to be performed the following work on the customer's address above, in a professional manner and in accordance with the terms of this Contract, including the attached recommendations/work order describing the work in detail (the "Work") which are incorporated herein by reference:

Description	Quantity	Location	
Insulate Wall From Interior With 4" Dense Pack Cellulose	749	Living Space	\$1,580.39
Insulate Rim Joist with 6.25" Fiberglass Batting	116	Living Space	\$242.44
		Sub Total:	\$1,822.83
		Energy Efficiency Incentive	\$1,367.12
		Net Sales Tax After Incentive	\$0.00
		Total	<u>\$455.71</u>

Printed: 12/3/2012

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2. PAYMENT: CUSTOMER agrees to pay NSL for the work as follows:

Payment #1: \$ 100.

-Credit Card or E-check deposit is due at the time the Work is scheduled. Required payment information will be collected over the phone by a customer service representative at the time of scheduling. Deposit is not to exceed 1/3 of the total retail costs. This contract is not in effect until this deposit is paid by the Customer. (Note: Mastercard, Visa, and Discover accepted)

Additional Payments and Final Invoice: \$ 355.71

-Additional payments for the Work shall be due upon completion of the Work.

Customer Signature

Date

12-3-12

Date

Jimmy Seaborg

Name of NSL Representative

The Terms of this Agreement are contained on both sides of this page

Next Step Living 21 Drydock Avenue • 2nd floor • Boston, MA 02210 • (866) 867-8729 • inquiry@nextsteplivinginc.com • www.nextsteplivinginc.com



This agreement is made by and among

Yiqiang Wu
442 Massachusetts Ave # U1
Acton, MA 01720-2951
Customer ID: C00000113661
Site ID: S00002103628

Next Step Living, Inc. ("NSL")
21 Drydock Avenue 2nd floor
Boston, MA 02210

Contract ID: 20121203_ASEAL

1. DESCRIPTION OF WORK TO BE PERFORMED

NSL will perform or cause to be performed the following work on the customer's address above, in a professional manner and in accordance with the terms of this Contract, including the attached recommendations/work order describing the work in detail (the "Work") which are incorporated herein by reference:

Description	Quantity	Location	
Perform Air Sealing at Estimated 62.5 CFM50 Per Hour	2	Living Space	\$154.00
		Sub Total:	\$154.00
		Energy Efficiency Incentive	\$154.00
		Net Sales Tax After Incentive	\$0.00
		Total	\$0.00

Printed: 12/3/2012

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2. PAYMENT: CUSTOMER agrees to pay NSL for the work as follows:

Payment #1: \$ _____

-Credit Card or E-check deposit is due at the time the Work is scheduled. Required payment information will be collected over the phone by a customer service representative at the time of scheduling. Deposit is not to exceed 1/3 of the total retail costs. **This contract is not in effect until this deposit is paid by the Customer.** (Note: Mastercard, Visa, and Discover accepted)

Additional Payments and Final Invoice: \$ _____

-Additional payments for the Work shall be due upon completion of the Work.

Customer Signature

Date

NSL Signature

Date

Name of NSL Representative

The Terms of this Agreement are contained on both sides of this page

Next Step Living 21 Drydock Avenue • 2nd floor • Boston, MA 02210 • (866) 867-8729 • inquiry@nextsteplivinginc.com • www.nextsteplivinginc.com

Next Step Living, Inc

21 Drydock Ave., 2nd Fl., Boston, MA 02210 phone: 866-867-8729 fax: 866-765-9985

Site ID: 2103628

Name: Yiqiang Wu

Address 442 Massachusetts Ave

City Acton

State MA

Zip Code 01720

Customer Required Actions

Your energy advisor has determined that your home will benefit from insulation. The energy specialist will discuss what required actions must take place prior to the insulation work.

Initial Here _____ Move Belongings and Prep for Interior Wall Insulation
For walls to be insulated from the interior, you must move all furniture 3 to 5 feet away from the walls to provide full access to the areas being treated. If you will be leaving furniture and other belongings in rooms being insulated, cover them with plastic to avoid the accumulation of dust.

Enclosed Cavity Insulation Work

Your energy advisor has determined that your home would benefit from insulation. Below are issues that may be encountered during the process. Please read carefully each potential issue and sign at the bottom of the page.

Initial Here _____ Interior Drill and Blow
Interior drill and blow requires holes to be drilled from the inside of the living space and can be a very intrusive and dusty process. In order for this job to go smoothly, the homeowner must make sure that all furniture and any clothing located in adjacent areas to the exterior walls or slopes (that are being treated) are moved away from those areas and covered with plastic prior to commencement of the job for that day.

Once installation is blown in, the contractor's responsibility will be to plug the access holes and treat the surface with an initial application of spackle/filler.

Note: The homeowner is responsible for any additional work to the treated areas, including cleaning, dusting and painting to achieve the desired finish conditions.

Customer Signature _____

Monday, December 03, 2012

Advisor Signature _____

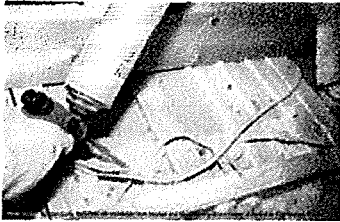
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Recommendations

Yiqiang Wu
442 Massachusetts Ave # U1
Acton, MA 01720-2951

12/03/2012

Air Sealing



Air infiltrating the home through small cracks and gaps can result in as much as 20% of the typical home's heating and cooling costs. In the winter, cold dry air leaks into the home while the heated air exits. In the summer, the hot outside air enters the home and brings unwanted humidity. Outside air can leak in around window and door frames, floor and ceiling joints, electrical and plumbing access points, wall joints, exhaust fans, etc. While any one of these small leaks may be minor, collectively they can have the same effect as leaving a window open all year long. Air infiltration can also cause water vapor to condense inside walls and ceilings, causing insulation to become wet and ineffective and resulting in the growth of mildew and structural damage. While it is possible to make a home too air tight without proper ventilation, the vast majority of homes are much too drafty. The Energy Specialist has determined your home probably has excessive air infiltration and could benefit from professional air sealing services.

Blower door assisted air sealing is an effective and accurate method to measure air tightness and identify areas where air infiltration is occurring. Using the blower door when site conditions allow, a contractor measures overall leakage and identifies specific locations. Those locations are then treated using a variety of methods (caulk, foam, weather stripping, etc.). Safety testing of any combustion appliances in your home should be conducted before and after any air sealing is done.

Rim Joist Insulation



Rim joist insulation prevents conductive heat transfer through your home's floor system. At a minimum, the outer perimeter of the floor system, the rim joist, should be insulated to prevent heat transfer between the floor space and the outside.